



THAMESVIEW SCHOOL

**Thong Lane, Gravesend,
Kent DA12 4LF**

**Emergency Evacuation Policy
(Exams) 2017/18**

EMERGENCY EVACUATION POLICY (EXAMS) 2017/18

Role	Name(s)
Head of centre	Mr B Streets
Exams Manager	Mrs J Reilly
SLT member(s)	Mr M Hodges, Mrs Whitworth, Mr P Ferguson, Mrs E Rafferty-Tally, Mrs I Coetzee, Mrs L Singleton
SENCo	Mrs I Coetzee

Purpose of the policy

This policy details how the centre deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Special educational needs coordinator (SENCo)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams Manager

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded

- Ensures candidates are briefed (*Candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedures for each exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for each exam room
- Confirm with the Exams Manager, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

Other relevant centre staff

- Support the senior leader, SENCo, Exams Manager and invigilators in ensuring the safe emergency evacuation of exam rooms.

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure
Actions to be taken (as detailed in the current JCQ <i>Instructions for conducting examinations</i> chapter 18, <i>Emergencies</i>)
Stop the candidates from writing
Evacuate the examination room immediately in line with the instructions given by the appropriate authority
Collect the attendance register (in order to ensure all candidates are present)
Advise candidates to leave all question papers and scripts in the examination room
Candidates should leave the room in silence
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted.

Allow the candidates the full working time set for the examination.
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional centre-specific actions to be taken
Lead Invigilator to evacuate room by nearest fire exit and escort candidates to the Exam fire assembly point – Green signpost – left hand side of muga - near bank.
PD student/s in upstairs exam rooms unable to evacuate using the outside stairs are to be exited from the building using the fire door based in each community. When out on the refuge area, staff to open the call box and press the button inside this will inform a member of staff a call is waiting, when member of staff answers please let them you're your full name and student/s with you and where you are. Please stand by the wall of the balcony until a fully trained member/s of PD arrives to assist student/s down
When/if candidates are allowed to return to exam room, Lead Invigilator/Senior leader to allow candidates time to settle down, reminding them they are still under exam conditions. Make relevant changes to the displayed finish time.
Lead invigilator/Senior leader to restart exam and allow candidates the remaining time for the exam.
Lead invigilator to record as much detail as possible on the exam incident log and ensure Exam Manager is fully briefed at the end of the exam to enable a full report to be sent to awarding body.
When students are not allowed to return to the exam room, or the decision has been made by the Head of centre – the centre's exam contingency plan (Emergency evacuation) will be invoked and you will be briefed at the time.

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This policy was agreed and adopted at a Governors' Meeting held on _____ (date)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (date)

This policy is reviewed annually to ensure compliance with current regulations